

PURPOSE

The purpose is to establish the policy and procedure for the Michigan Department of Health and Human Services (MDHHS) to maintain methods for requesting and using administrative leave.

DEFINITIONS

Administrative Leave

Paid time away from the employee's assigned duties for specific, approved purposes, for which annual, sick or other leave credits are not applicable.

POLICY

An appointing authority may grant administrative leave with pay for necessary absence from duty for which annual, sick, or other leave with pay is not applicable. Additionally, the appointing authority must grant administrative leave when specifically required by the civil service commission. Administrative leave must have prior approval of the supervisor and the division/county director, or administrator/hospital director, or designee for the administration. Approval from the human resources director is required for any circumstances that are not specifically listed in this policy.

Do not use administrative leave for attendance at work-related conferences, conventions, workshops, seminars, and trainings provided, sponsored, or approved by the department or where the employee represents the department. Consider attendance at such a part of the assigned duties and shall be recorded as regular work time.

Reasons for which administrative leave may be approved:

1. Civil Reasons.
 - **Blood Donations.** Giving blood donations if requested by the American Red Cross for situations such as a national emergency or the need for rare blood types as defined by the American Red Cross. Voluntary blood donations require the use of annual leave or school/community leave, unless occurring at the employee's worksite coordinated by the department.
 - **Expert Witness.** Court appearances, if subpoenaed, in a matter pertaining to the department or as a witness for the

people of the State of Michigan. Required attendance at administrative or legal proceedings is recorded as regular work time.

2. Departmental Reasons.

- **Investment and Pre-retirement Seminars.** Investment and pre-retirement seminars offered by the Civil Service Commission are recorded as administrative leave once only and, in the case of the pre-retirement seminar, an employee must be within five years of retirement. Any future attendance requires the use of annual leave.
- **Civil Service Exams.** To take a Civil Service Commission examination as requested by the department.
- **Grievances/Technical Hearings/Arbitrations.** Attendance at a grievance conference, technical hearing or arbitration in the capacity of representative, the aggrieved or a necessary witness.
- **Interviewing.** To attend job interviews within the department. A maximum of one and a half hours may be approved. Travel reimbursement is not provided.
- **Jury Duty.** To serve as a juror, if supported by appropriate documentation. **Note:** Time should be coded as JUR1.
- **Continuing Education.** To attend classes which are determined by the division/county director, or administrator/hospital director, or designee for the administration to be valuable to the work unit and to the department. When classes are available during the day, evening and/or Saturdays, employees should attend the evening or Saturday sessions whenever possible, thereby minimizing the use of administrative leave.

Note: A maximum of two hours per week may be approved. (This two hour maximum does not apply to State sponsored classes.)

- **Duty Injury.** For the remainder of your shift on the first day of a duty-incurred injury that requires treatment at an emergency facility or a doctor's office.

- **Employee Service Program (ESP).** Administrative leave will be granted for the initial assessment appointment with an Employee Service Program (ESP) counselor.
- **Union Activities.** Time off for union activities as outlined in appropriate collective bargaining agreements. Labor Relations should be notified prior to use.

3. Emergency Reasons.

- **Building Closure.** To compensate an employee when an office is closed for official emergency reasons and the employee is available for work, as specified in Civil Service Regulation 5.06, Compensation Under Conditions of General Emergency, or the applicable collective bargaining agreement. (Employee is not considered available if already utilizing approved leave credits.)

Note: If there is inclement weather and the office remains open, but you decide not to come to work, you are required to phone in your absence to your supervisor and annual leave may be used with supervisor approval.

4. Other.

- Extended administrative leave may be granted under special circumstances, such as unique educational or instructional opportunities deemed beneficial to MDHHS. Requests will be considered on an individual basis and must have approval of the administrative deputy and the department director.

Administrative leave must be approved in advance through the appropriate steps as outlined below. Neither overtime nor compensatory time will be authorized for any purpose for an employee who is on administrative leave.

PROCEDURE

An employee submits written request of administrative leave to the immediate supervisor prior to use and includes any documentation that may be available.

The immediate supervisor consults with the division/county director, or administrator/hospital director, or designee for the administration and Human Resources Director (if applicable) to approve or deny administrative leave usage based on the reason for request.

The immediate supervisor informs the employee in writing of decision. If decision is denied the reason for denial should be included.

REFERENCES

Civil Service Rule 2-11.2.

Applicable Collective Bargaining Agreements.

CONTACT

For additional information concerning this policy, contact the Office of Human Resources at MDHHS-Human-Resources@michigan.gov or 517-335-0968.